

Professional & Managerial Branch  
Property Management Group  
Facilities Maintenance Series

**FACILITIES MAINTENANCE SUPERINTENDENT**

8/99 (JAS)

*Summary*

Under direction, supervise through subordinate supervisors and crew leaders day-to-day allocation and use of skilled and semi-skilled trades employees, and equipment and tools in the effective and efficient maintenance, modification and control of a wide variety of City facilities and utility systems.

*Typical Duties*

Develop, implement and standardize approved safe and legally compliant field and shop methods for the upkeep, remodeling and repair of buildings, structures, and allied electrical, plumbing and mechanical equipment as delegated. Involves: researching state of the art techniques and technologies, evaluating needs for and feasibility of changes to current construction, machine or custodial trades practices and performance measures, and recommending improvements; participating in the planning and establishment of new or revised processes in order to adhere to accessibility, environmental, safety or other applicable Federal, state and local regulations, and acceptable work procedures.

Organize, direct, review and adjust allocation of resources and assignment of activities to ensure continuity of the habitability and operation of a specified combination of general or special use offices, work shops, open or secured storage areas, warehouses, garages, gymnasiums, stadiums, auditoriums, meeting or exhibit halls or theaters, enclosed or open shelters, or swimming pools, and air conditioning systems, heating or refrigeration units, boilers, elevators, pumps, emergency electric generators, computerized irrigation or sprinkler systems, indoor or outdoor lighting or sound, flooring or stages, fire or security alarms, extinguishers, automatic doors, or related or comparable stationary or portable structures, machinery or controls within budget and time limits. Involves: determining necessity and urgency of requests from diverse tenants, user organizations, City officials and the general public, and availability of labor, equipment, tools, supplies and raw materials; prioritizing and issuing orders for plumbing, electrical, mechanical, carpentry, mortar and cement masonry, roofing, sheet metal fabrication, painting, sign making, locksmith, or other similar in-house installation, refurbishing and servicing labor and craft work; recommending borrowing or leasing of personnel and equipment from other departments or vendors based on type and extent of projects for additions or improvements to facilities and equipment; collaborating with public works, safety and health or other agencies as well as utilities, consultants and suppliers concerning review of and suggested changes to construction plans, availability and selection of resources, and other arrangements for current and contemplated projects; approving new and revised work schedules and deployment plans for crews and equipment to ensure minimal disruption of public access and facilities use, and ongoing services such as preventive or other scheduled maintenance and cleaning; inspecting buildings and surrounding areas for acceptability of progress on and work completed by employees or contractors, to investigate complaints or accidents, and to verify adherence to construction plans, codes, rules or contract terms, including those pertaining to energy conservation and hazardous materials handling; arranging for and overseeing cleaning and set up and tear down of furniture, equipment, staging and exhibits for regular and special events as instructed.

Direct or personally engage in administrative processes for a designated organizational unit. Involves: assisting with development of operational policies by drafting statements affecting facilities maintenance; preparing annual unit operating budget, and program and capital improvement requests; estimating material required and placing purchase orders on open accounts or forwarding requisitions to central supply; arranging for major overhaul, repair, disposal, replacement or inter-department transfer of vans, pick up trucks, dump trucks, trenchers, back hoes, front end loaders or specialized equipment allocated to the unit which includes writing or reviewing specifications for service contracts or maintenance equipment; administering adherence to contracts by monitoring work such as new construction, major repair or renovation, or janitorial, security or other services, and monitoring joint use agreements with other agencies; participating in selection of architects, building trades contractors or material suppliers; approving and obtaining reimbursement for incidental cash expenditures as authorized; preparing standard and ad hoc activity reports and maintaining related records.

Supervise assigned supervisory and non-supervisory trades, labor and clerical. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness, and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance and reviewing ratings by subordinates; coaching and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform miscellaneous related supervisory or trades duties as required. Involves: substituting, if qualified and assigned, for own supervisor or peers during temporary absences by carrying out specifically delegated duties sufficient to sustain continuity of ordinary operations, referring policy level problems to next available higher level of management, and similarly performing any duties of subordinates, if necessary; assisting with supervisor with internal orientation and training of less knowledgeable coworkers by explaining and demonstrating specified work assignments; carrying out special studies or projects; serving on ad hoc committees.

*Minimum Qualifications*

Training and Experience: Possess an Applied Science Associate's degree from an accredited college or university in construction or maintenance management, building technology, mechanics, electronics, business or related field, or successful completion of a recognized four (4) year building or construction trades apprenticeship, plus six (6) years of progressively responsible experience in building maintenance or construction and related utility systems operation or servicing and repair, including two (2) years in a supervisory capacity: or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: methods, equipment, tools, instruments; materials, building trades codes and safety precautions used to maintain, repair and operate buildings, structures, and electrical or electronic, heating and cooling, mechanical, boiler, gas, plumbing, or similar utility systems and related pumps and controls; federal, state and local regulations pertaining to fire, health and human services issues. Good knowledge of: work scheduling, cost estimating and inventory control practices; supervisory techniques.

Ability to: define problems, collect data, establish facts, and draw valid conclusions in situations dealing with several abstract and concrete variables such as when planning, arranging for, allocating and coordinating use labor, equipment and materials for scheduled maintenance and unanticipated repairs on a wide variety of facilities at multiple work sites, or troubleshooting and resolving difficulties encountered during complex projects or unusual equipment malfunctions; read and interpret an extensive variety of technical instructions in narrative, mathematical, schedule or diagram form including construction blueprints, schematics and specifications, and common budget or cost data, safety rules or codes, operating or maintenance instructions, procedure manuals and service contracts; apply mathematical concepts such as fundamentals of plane and solid geometry and trigonometry, and probability and statistical inference to practical situations as well as calculate figures and amounts such as discounts, fractions, percentages, ratios, proportions, area, circumference, and volume; establish and maintain effective working relationships with fellow employees, City officials, regulatory agencies and the general public, individually or in groups; communicate clearly and concisely both orally to respond to common inquiries or complaints present recommendations, and in writing; using prescribed style and format to prepare routine business correspondence, records and reports pertaining to unit activities and results; firmly and impartially exercise supervisory authority over and evaluate assigned subordinates.

Skill in the safe operation and care of: building trades tools, instruments and equipment; motor vehicle.

Physical Demands: Frequent: standing, and walking or moving across uneven terrain. Occasional: lifting and carrying of moderate loads (25 to 50 pounds), or climbing, balancing, stretching, stooping, bending, crouching or crawling; exposure to building or construction trades hazards, and conditions, including inclement weather; driving through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent issued by another state.

Special Requirements: Be on call to respond to emergency situations after working hours; work weekends, holidays and mandatory overtime as necessary.

---

Director of Personnel

---

Department Head